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Executive Registry
55777

MAY 17 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT : Revision of T/O for DD/P

1. The attached proposal (Tab A) requests that a GS-7, Administrative Assistant, position be added to the proposed Table of Organization for the [REDACTED] of the DD/P, with a corresponding reduction in the DD/P reserve of unallocated ceiling positions. 25X1A8a

2. The Assistant Director for Personnel concurs in the classification of proposed position in GS-7 (See Tab B).

3. Chief, Budget Division, certifies that funds are available within the DD/P budget, and adjustments can be made to accomplish the proposal as needed (See Tab C).

4. Recommend that subject request be approved.

[REDACTED]
Chief, Management Staff

25X1A9a

Attachments:

- Tab A - Memo to DD/A fm [REDACTED]
- Tab B - Memo dtd 7 May fm AD/P
- Tab C - Memo dtd 12 May fm Budget

25X1A9a

APPROVED:

Date

19 May 54

[REDACTED]
L. K. WHITE
Acting Deputy Director
(Administration)

FOIAb3b

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146
Executive Registry

5-4988

APR 26 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Revision of T/O for DD/P

REFERENCE: Our memorandum, 11 March 1954, same subject

It is requested that a GS-7, Administrative Assistant,
position be added to the proposed Table of Organization for
the [REDACTED] of the DD/P. This will make a total of
[REDACTED] positions for this Staff and will not increase the over-all
civilian ceiling allotted to the DD/P.

FOR THE DEPUTY DIRECTOR (PLANS)

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[REDACTED]
Chief of Administration, DD/P

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APR 28 1954

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MIS #146

Personnel's return

MAY 7 1954

MEMORANDUM FOR: Chief, Management Staff

SUBJECT : Revision of T/O for DD/P

REFERENCE : Memo to Deputy Director (Administration)
from Chief of Administration, DD/P,
dated 26 April 1954

The Office of Personnel concurs in the classification of
the proposed Administrative Assistant position in GS-7.

Assistant Director for Personnel

25X1A9a

Enclosure:
Copy of referenced memorandum

Approved For Release 1999/09/20 : CIA-RDP78-03568A001000040009-7

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MAY 7 1954

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15 146
Budget's return

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of the Management Staff

DATE: 12 MAY 1954

FROM : Chief, Budget Division

SUBJECT: Revision of T/O for DD/P

- REF :
- a. Memorandum for the DD/A dated 11 March 1954 from the Chief of Administration, DD/P, same subject.
 - b. Memorandum for the DD/A dated 26 April 1954 from the Chief of Administration, DD/P, same subject.
 - c. Memorandum for the Acting Management Officer dated 5 April 1954 from the Chief, Budget Division, same subject.

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25X9A2

1. The above memorandum dated 11 March 1954 was answered by the Chief, Budget Division, memorandum of 5 April 1954. The above memorandum dated 26 April 1954 proposes to add a GS-7 position, Administrative Assistant, to the proposed Table of Organization for the [REDACTED] of the DD/P. This will make a total of [REDACTED] positions for this Staff, but does not increase the over-all DD/P ceiling as a corresponding decrease is made in the number of positions held in the DD/P reserve.

2. It is estimated that the cost to the office of the DD/P will be \$323.46 in FY 1954 and \$4,205 in FY 1955. Funds are available within the DD/P budget and adjustments can be made to accomplish the proposal as needed.

[REDACTED]

25X1A9a

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MAY 13 1954